

Pomona – Sheraton Fairplex

Security Officer Duties

Definitions:

- Cold Zone – Areas designated where only face coverings are required, generally 1st floor staff use spaces
- Warm Zone – Areas designated where surgical face masks and gloves are required, and shoe coverings are optional, where COVID+ (or potential) patients travel, generally in intake areas, client elevator lobby areas, and client occupied hallways (2nd -8th floors)
- Hot Zone – Areas designated where full PPE (N95 mask, face shield, gown, gloves, shoe coverings) is required, primarily enclosed areas where COVID+ (or potential) patients use, general in their hotel rooms or designated hot elevators

Job title:

- Point

PPE required:

- Cloth face covering when interacting with other personnel

Expected tasks:

- Posted at 1st guard shack when entering the property
- Check IDs of all parties entering the property
- Allow employees with IDs that are County, law enforcement, approved vendors (East Valley, Tri-City, Dedicated, Master Staffing, Heluna, Precision Waste), or as directed by Site Management Team
- Log in names of all personnel entering the property
- Turn away any unauthorized personnel, notify Security Supervisor and Site Management Team
- Report in any unexpected activity to Security Supervisor and Site Management Team
- Do not use personal cell phones while on duty

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Job title:

- Front Entrance Guard

PPE required:

- Cloth face covering when interacting with other personnel

Expected tasks:

- Posted at building's front entrance, at the roundabout
- Ensure no unauthorized personnel utilize this entrance
- Turn away any unauthorized personnel, notify Security Supervisor and Site Management Team
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Job title:

- Intake Guard

PPE required:

- Cloth face covering when interacting with other personnel
- Full PPE (N95 mask, face shield, gown, gloves) during intake of clients

Expected tasks:

- Posted at guard shack where ambulances drop off clients
- Ensure only emergency vehicles utilize this area, redirect other vehicles as necessary to staff/vendor parking
- Medical staff will notify Intake Guard of expected client prior to arrival
- Utilize metal detector/scanner during intake of new clients
- Remove any weapons from client's possession as identified by scanner
- Inform client that weapons will not be returned
- When intake is not occurring, keep watch of client activity in open grass space
- Report in any unexpected activity to Security Supervisor and Site Management Team
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Job title:

- Staff Entrance Guard

PPE required:

- Cloth face covering when interacting with other personnel

Expected tasks:

- Sign in personnel entering the building
- Take temperature of each personnel entering the building
- Allow personnel with temperatures less than 100°F into building
- If temperatures exceed 100°F, notify Security Supervisor and Site Management Team to coordinate with respective medical team for disposition
- Report in any unexpected activity to Security Supervisor and Site Management Team
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Job title:

- Floater

PPE required:

- Cloth face covering when interacting with other personnel in cold areas
- Surgical face mask and gloves when roving on floors 2-8

Expected tasks:

- Provide breaks at each of the posted areas: point, front entrance, intake, staff entrance, and each of the floors
- When relieving each of the posted areas, assume the duties of that post until the designated security officer returns
- Report in any unexpected activity to Security Supervisor and Site Management Team
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Job title:

- Perimeter Guard

PPE required:

- Cloth face covering when interacting with other personnel

Expected tasks:

- Rove along the perimeter of the property, as designated by Site Management Team
- Report in any unexpected activity to Security Supervisor and Site Management Team
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Job title:

- Nurses' Station Guard

PPE required:

- Surgical face mask and gloves in warm zone

Expected tasks:

- Posted near nurses' station by the hot elevators for use by clients
- Provide assistance to nurses as necessary when interacting with clients
- If client shows aggressive behavior, de-escalate as necessary
- Report in any unexpected activity to Security Supervisor and Site Management Team
- Do not use personal cell phones while on duty

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Job title:

- 2nd, 3rd, 4th, 5th, 6th, 7th, 8th Floor Guards

PPE required:

- Surgical face mask and gloves, shoe covers optional, in warm zone

Expected tasks:

- Posted in front of Rooms X16 and X30 of each floor
- Provide watch along the 2 hallways visible at the respective post
- Ensure clients traveling in hallway are wearing appropriately colored wristband for assigned floor
- Notify medical staff when client needs to use elevator to come to 1st floor
- Notify medical staff if client does not retrieve food from hallway
- Report in any unexpected activity to Security Supervisor and Site Management Team
- Do not use personal cell phones while on duty